

San Miguel County Jail



Inmate Handbook

SAN MIGUEL COUNTY JAIL

INMATE HANDBOOK

This handbook is the property of the San Miguel County Jail. *Writing or drawing in this handbook is prohibited and inmates doing so may be subjected to disciplinary action.* This handbook is designed to be a guide for inmates as well as providing safety, security, order, control and discipline. All inmates are to read this handbook immediately upon entry into the jail and abide by the rules. All situations encountered may not be covered in this handbook. It is the responsibility of the inmate to follow all orders and directives given by staff. All inmates will remain seated when officers are in the cellblock. Failure to follow orders or directives will result in disciplinary action. Directives may be posted in the dayrooms. Inmates should ask staff for clarification if they are unclear on any information contained in this handbook or orders issued.

MISSION STATEMENT

The purpose of the San Miguel County Jail is to incarcerate, in a cost effective manner, accused and adjudicated adult offenders in a safe, secure and humane manner in order to:

- Assure court appearances prior to adjudication of those accused of unlawful behavior.
- Administer court ordered sanctions and punishments to those convicted of crimes.

PHILOSOPHY

Post conviction incarceration and work required under C.R.S. 17- 26-107 is punishment in and of itself.

The county jail is not responsible for the "rehabilitation" of any person and will not develop any programs in an attempt to do so.

Reliable citizen volunteers and established groups that do not pose a security risk to the jail are welcome to offer counseling services to the inmate population.

RESPONSIBILITY

The Sheriff is the elected official responsible for the operation of the jail and the conduct of the jail staff.

INMATE BASIC RIGHTS

1. To be housed in a clean, safe, wholesome jail. (C.R.S. 17-26-102)
2. To be fed good and sufficient food. (C.R.S. 17-26-104)
3. To be granted good time at a statutory minimum of two (2) days. Regular inmates (non-trustee) may earn up to a total of eight (8) days per month. Trustee inmates may earn up to a total of twelve (12) days per month. (C.R.S. 17-26-109 and C.R.S. 17-26-115) Good time is granted to sentenced inmates only after it is earned. Good time may be affected by failure to follow the directives/orders of staff and the rules of the facility. All good time may be removed in the event of a major violation. If earned good time is at risk a hearing will be granted to the inmate. Inmates must be sentenced to 14 days or more to be eligible for good time.

INMATE SERVICES

General Medical

The San Miguel County Jail has a medical policy that states an inmate is financially responsible for his or her own medications, medical devices, and doctor and/or dentist visits (to a doctor other than the jail doctor), costs incurred for transports to outside facilities and if necessary any ambulance charges.

There is a charge if an inmate sees or requests to speak to the facility doctor and/or nurse. All charges will be charged against the inmate's cash balance. If an inmate returns to the jail in the future with cash, and has a negative cash account balance, the cash will be applied to the negative balance first. Balances of more than \$50.00 may be turned over to a collection agency if arrangements have not been made to pay any remaining medical fees.

Doctor

Inmates are required to notify an officer immediately if they are ill or if they are injured. If it's not an emergency the inmate must complete a medical request form, submit it to control and arrangements will be made for the inmate to see the jail doctor/nurse. All inmates will be charged for any prescription medications. All inmates will be charged for a facility doctor/nurse visit or phone call. These charges are subject to change. Staff will provide the amount per

visit or phone call upon request. If a doctor, other than the facility doctor, sees an inmate, the inmate will be responsible for the charges and transportation costs. Inmates will not be billed for medical screenings that are required by the jail. Indigent inmates (no money) will be charged for doctor/nurse visits which will result in a negative cash account balance. Over the counter medications must be purchased if needed on a regular basis. Inmates with a negative cash account balance must have a doctor's order for any over the counter medications needed for a prolonged period of time.

Dentist

Inmates needing to see a dentist must complete a medical request form, submit it to control and arrangements will be made to see the dentist. The San Miguel County Jail will only pay for temporary fillings or extraction. The inmate will be charged a fee for any prescription medications. Inmates will be charged for the dental visit.

Law Library

The law library computer is provided for inmates, in good standing, not represented by an attorney. The law library computer may only be used for inmates representing themselves on criminal matters and/or condition of confinement cases. Inmates must submit a written memo asking for permission to use the law library and to be shown how to use it. The computer is not for the playing of computer games. The only program on the computer the inmate is allowed to run is Pita (also known as Lois). If the inmate is found using any program other than the Lois Law program that inmate may be subject to disciplinary action. Never change the settings on the computer. If the computerized law library is not functioning the inmate may request legal information by writing a memo stating what is needed. Staff will research the request and respond. Inmates represented by legal counsel may be denied access to the law library. Staff is prohibited from faxing documents, providing internet searches, etc.

Library

All inmates may check out books from the library. All books and other items must fit in the plastic bin provided for use in the cell. Books that are the property of the San Miguel County Jail are to be turned back into the library within one (1) week, if possible. These books may then be checked out by other inmates. Inmates are not permitted to save books in the pods for other inmates. Inmates shall not remove magazines or newspapers from the library. Removing pages or articles from newspapers, magazines or books will result in disciplinary action. Inmates may subscribe to newspapers, at their expense, and will be allowed to read them in the library. Newspapers and magazines are not allowed

in the cell. Magazines include Readers Digest, National Geographic, etc. Damaged books must be surrendered to control for retention determination.

Recreation Time

There is an outdoor recreation area in the jail. Inmates in good standing are allowed to be outside dependent on weather and jail staffing. Inmates are not permitted near the floor grate and are not to loiter around the side doors. Inmates are not allowed to throw anything at another inmate. Inmates should use the restroom prior to recreation time. Once an inmate returns to his/her cellblock they will not be allowed to go back to the recreation area. Inmates use the recreation area at their own risk! If possible at least 2 hours per week of outdoor recreation will be provided. Any additional time is at the discretion of jail staff. Inmates may walk in the dayroom for exercise.

Memos

Inmates may write a memo on the form supplied regarding the conditions in the jail or a request they may have. Inmates are prohibited from stock piling memos and/or storing blank memos in their cell and/or dayroom. Memos should be addressed to the staff. If an inmate feels their request was not handled properly they may submit a memo to the next person in the chain of command. The proper chain of command for memos is; staff; Corporal; Master Sergeant; Undersheriff and then the Sheriff. Memo forms are in the library. Inmates are required to complete the memo with the date, inmate's name, memo subject and a description of the request or grievance. Failure to complete the memo in its entirety may result in denial of the memo. Forms provided in the library are not to be used for scratch paper or letter writing. Inmates in lockdown are to obtain forms during their hour out.

Phone Calls

There are inmate phones in each dayroom that can be used by inmates in good standing only. These phones are collect call phones and are recorded. Inmates may not call the victim(s) of crimes or any person they are restrained from on these phones. These phones are routinely shut off for security reasons. Phones are a privilege not a right. Inmates will be issued a PIN number for use with the inmate phone system. If a PIN hasn't been issued contact control to obtain one. Retention of the PIN number is the responsibility of the inmate and is necessary during visitation. DO NOT lose your PIN number. If a PIN number is lost a memo must be turned in requesting staff obtain the PIN number. If this is a repeated problem it may result in loss of phone privileges.

Inmates have access to a voicemail system. This system requires a prepaid collect account and cost \$1.00 per message. The cost of the message will be

deducted from the existing prepaid phone account. When an inmate uses the phone system it will explain how to set up a voice mail. Follow the directions. Inmates are prohibited from sharing PINS and/or phone cards. Violations could result in disciplinary actions.

If an inmate needs to speak to his/her attorney they are to attempt to use the inmate phones. Inmates needing to speak with their attorney, via telephone and in private, may request to use the attorney phone in the visitation area. If this is not possible, other arrangements will be made but all non-local calls will be collect. Calls to the Public Defender may be made from the phones in the dayroom. Bonding companies will accept collect phone calls. Phone cards and cell phones are not allowed. Personal phone calls from booking will not be permitted unless approved by a Sergeant or higher. Calls to family and/or friends because they have cell phones or are unable to accept collect calls will not be permitted from the booking phone. Long distance calls made from the booking area must be collect calls. Inmates may request the use of a phone book in the library. The phone book available may be local numbers only. Inmates needing to arrange transportation after release should attempt to do so via letter. If this is unable to be completed prior to release, due to time constraints, the inmate may then submit a memo requesting assistance in completing notification. Inmates who are not US Citizens may request a phone call to their country's consulate.

Meals

Meals will be served up to three (3) times a day. Inmates are not to eat another inmate's food. Inmates are required to notify staff immediately if they need a medical diet and/or have a food allergy in writing via a medical memo. Food allergies will be accommodated; however, medically restrictive diets require approval from the medical provider and previous medical documentation of the need. Inmates requesting a religious diet must do so in writing via inmate memo stating their religion and its dietary requirements. The San Miguel County Jail will follow federally recognized religions and their diets. Inmates will adhere to any dietary restrictions and will not exchange meal items with other inmates. Any inmate failing to follow prescribed dietary restrictions may be required to eat their meals in an area away from other inmates and/or under the supervision of a staff member, via camera or person. Anything not eaten at meal time, including salt, pepper, and sugar packets will be returned to the meal cart for removal when the cart is picked up. Inmates keeping these items will be subject to disciplinary lockdown. The exception to this is fresh fruit, i.e. apples or oranges, which an inmate may leave on the dayroom tables but must be eaten prior to lights out. These items may not be taken into the cell. Inmates in lockdown may have a piece of fruit in their cell with staff's approval, however, the item must be eaten prior to lights out. Inmates are not to call control during

meal times unless there is an emergency. Inmates are not permitted to keep plates, sporks, napkins, cups or bowls in their cells. If any of these items break during usage contact control immediately. Any inmate that tampers with food will be subject to disciplinary action including a restricted meal.

Visitation

Visitation is scheduled for Sundays from 2:00 p.m. to 5:00 p.m. All effort will be made to ensure visitation occurs, however, visitation may be cancelled at any time without prior notice. All inmates must complete a 5-person visitation list with the names of persons they expect to have visit. This list may be changed at any time. Two (2) days prior to visitation a 5-person visitation form must be turned in. Exceptions may be made for inmates arriving at the jail after 5 p.m. on Fridays. Failure to turn in these lists will result in denial of visitation. Inmates coming in on a Friday or Saturday may turn in their forms and receive visitors. Failure to complete this process will result in a loss of visitation for that week. A parent or guardian must accompany all children under the age of 18 and children are not permitted to be left unattended in the main lobby area. Visitation rules are posted in the library. Any visitor believed to be under the influence of drugs and/or alcohol will not be permitted visitation. Visitation will not be permitted between parties with active non-contact restraining orders. Inmates in disciplinary lockdown at the time of visitation will be denied visitation. All visitors must have a valid picture I.D. Juveniles under the age of 16 wishing to visit do not need to produce identification but must have a parent or guardian with them in order to visit. Transferring of items between visitors and inmates is not permitted. Visitors may leave US currency and/or undergarments for inmate with the staff member running visitation.

Inmates that have visitors coming from an extended area (further than 150 miles) may request an extended visitation time. This visit must be requested at least one week in advance of the visit. The request must be submitted to the Master Sergeant for approval. Extended visitations will be set for a day other than Sunday to avoid interference with regular visitation. Visitation may be cancelled without notice due to facility activity.

Religion

The Jail will make every reasonable effort to permit free exercise of religion limited by legitimate security and operational considerations. Religious services may be permitted for inmates who practice an organized religion. Services may be cancelled at any time without notice. Inmates may only attend meetings based upon their reported religious preference. The availability of religious services is dependent upon locally approved volunteers. All religious items must be facility approved to ensure safety and security of the facility. Inmates may

have religious books sent to them as long as the publisher only rule is adhered to. Inmate religious preference may only be changed once every three (3) months.

AA Meetings

AA meetings may be provided on Wednesday and will be scheduled by staff. The availability of AA meetings is dependent upon locally approved volunteers. Meetings may be cancelled at any time without notice. This is a closed meeting for inmates and proctors only.

Mail

Inmate mail, both incoming and outgoing, is subject to being read by jail staff and any explicit sexual content, remarks that may concern the security of the facility, threats, and/or evidence of a crime will not be allowed to be sent or received. Any mail received with stains and/or perfume or odd scents may be denied. Any evidence of a crime may be seized and used in any subsequent prosecution. Letters written in a foreign language will be refused. Inmate to inmate mail is prohibited. Envelopes (which include postage) may be purchased from commissary. Indigent (no money) inmates may send 3 regular weight letters per week. Indigent postage may not be accumulated and indigent inmates having unused postage may not obtain more until it is used. Postage for international mail is the sole responsibility of the inmate. Legal mail will be opened and checked for contraband in the inmate's presence. Personal notes and letters may not be included in legal mail. Inmates will use the jail's address as their address and may be required to disclose the relationship with the person sending and/or receiving the mail.

Television

Television is a privilege not a right and viewing may be permitted for inmates not in disciplinary lockdown. Staff will determine what the inmates will watch and requests from inmates to change the channel may result in loss of television privileges. Movies may be permitted on Friday or Saturday night for inmates not in disciplinary lockdown. Inmates are permitted to inform staff if the pod has recently seen the movie selected. The volume on the television will be set to a level that can be heard in the dayroom and doesn't interfere with staff/inmate communication into and out of the pods. Inmates in maximum security lockdown, in good standing, may be permitted television during their hours out.

Forms

Inmate memos, commissary medical, visitation forms and Public Defender forms are available in the library. Inmates are prohibited from using blank forms for drawing, writing on, etc. Inmates may not store blank and/or uncompleted forms in the dayroom and/or their cells. Inmates in need of non-emergency medical attention, the public defender or general questions to be answered by a staff and/or a supervisor must complete the appropriate form and submit it to control. Forms provided are not to be used as scratch paper. Inmates are required to follow the proper chain of command for memo submission.

Lockdown

All inmates arriving at the jail will be locked in their cell for the first 24 hours. During the initial 24 hour lockdown the inmate may have one piece of religious material and an inmate handbook. Inmates will be permitted one (1) hour out in a 24-hour period and are required to take care of their personal hygiene, phone calls, etc. during this time. Personal hygiene must be completed at the beginning of the hour out. Inmate memos, outgoing mail and/or grievances must be handled during the time out of the inmate's cell. Inmates should call control immediately if they have an emergency. Additionally, inmates may be locked down for security reasons as well as rule violations. Inmates in lockdown are required to wear an orange and white striped shirt for quick identification purposes. Staff may order any or all inmates to lockdown at any time. Inmates will comply with this order immediately without question. Failure to comply will result in disciplinary action.

Daily Inmate Activity

Inmates, not in lockdown, are required to take care of personal hygiene; request vitamin(s) if available; razors; etc. in the morning before breakfast is served. Inmates who are assigned to work in the kitchen are required to complete their personal hygiene, etc prior to 11:00 a.m.

Lights out times are 10:00 p.m. to 7:30 a.m. This time is subject to change based upon jail activity. During this time inmates are prohibited from talking to other inmates in the pod. Failure to follow this rule may result in disciplinary lockdown.

Publisher Only Rule

The San Miguel County Jail has a publisher only rule. Books, magazines and newspapers may be sent from a publisher or bookstore. Hardback books are prohibited. Used books may be accepted, from amazon.com, etc., if they are in as new condition and meet the publisher only requirement. Paperback books (made with lightweight cardboard product) will be permitted providing there isn't any form of lamination, leather, or other type of real or synthetic product used to change the strength of the cover. Bookmarks are not permitted even if received from the publisher. Items must have the name of the company sending the materials and may not have any personal items in the package. If personal items are found in the package, the package will be refused. Pornographic, violent material, racially biased materials, suspicious items or any items deemed to be a security risk will be denied. The inmate may make arrangements for these items to be picked up by someone or they may pay to have them shipped to a different address. If unable to make these arrangements the package will be returned to the company sending it. If an inmate has more books than can fit in their bin they may make a request via memo to keep some of them in their personal property. Requests may be denied due to limited storage. If storage is approved, items will be placed in the inmate's property and when it is convenient for staff an inmate may exchange for new books out of their property if they have any. As previously stated inmates may be required to remove personal property from the property room if they accumulate too many items as this may become a fire hazard. Newspaper and/or magazine clippings received in the mail must fit in the bin provided. Newspapers and magazines are not permitted in the cell and may be read in the library. Storage is limited and inmates will be required to make arrangements for the removal of items out of jail property on a monthly basis. Inmates may submit a memo donating books received to the jail library.

Copies, internet, faxes, addresses, etc.

Staff will not make copies or send faxes for any inmate represented by an attorney. Inmates who are self-represented may be provided copies and/or faxes that are relevant to their criminal case, but may be assessed a charge to their cash account. Staff is prohibited from completing internet searches for addresses and/or phone numbers; or will not look information up on the internet; and may not research any other information.

INMATE GRIEVANCE PROCESS

Inmates may use the grievance process for the following complaints: Property, staff, visitation, mail, food service, institutional procedures, department written instructions, medical care, religion and conditions of confinement.

Inmates shall attempt to resolve all allowed grievance issues informally (through the memo process) before submitting a formal grievance. Failure to do so will result in the inmate's forfeiture of the opportunity to pursue the grievance process. All inmates have the right to file grievances without the fear of repercussion.

All inmates must follow the below procedure in order to exhaust all administrative remedies:

All grievances must be in writing. The grievance must include the date and time of the alleged incident, the name(s) of officer(s) involved (if applicable) as well as the nature of the grievance. The grievance must be submitted to a Corporal within one (1) week of incident.

- Corporal will submit a written response to the Grievance within ten (10) days of receipt.
- If the inmate isn't satisfied with the response they have one (1) week to submit in writing to the Sergeant.
- Sergeant will submit a written response within two (2) weeks of receipt.
- If not satisfied the grievance must be submitted to the Undersheriff within one (1) week of receipt.
- The Undersheriff will submit a written response within two (2) weeks of receipt.
- If not satisfied the grievance must be submitted to the Sheriff within one (1) week of receipt.
- The Sheriff will submit a written response within two (2) weeks of receipt.
- If the inmate chooses to pursue the action after the grievance procedure on a Constitutional violation level they are to submit a written request so staff can provide the necessary forms (Conditions of Confinement) for filing into the US District Court.

INMATE RESPONSIBILITIES

It is the inmate's duty to become familiar with the following responsibilities as any violation of these can result in disciplinary action.

1. Treat other inmates and staff with respect and courtesy. Call all staff either "Officer" or "Deputy" and their last name. Refer to other inmates in a polite manner. Profane, degrading or insulting language is prohibited toward staff or other inmates. Do not touch other inmates or staff. Do not shout. Provoking or attempting to provoke another inmate into an argument or fight is prohibited. Racial, sexual and/or religious slurs are prohibited. Fights in the facility will result in criminal charges as well as disciplinary sanctions against all persons involved.
2. Follow all directions and/or orders given by staff at once. Failure to do so may result in disciplinary action.
3. It is the responsibility of the inmate to notify staff of any medical or dietary needs. Example: food allergy, medical necessary diets. Changes from regular jail meals will only be made based upon medical need not inmate special requests or food dislikes.
4. Inmates will have their bed made when it's not occupied. Leave nothing on the floor. Store all personal items in the bin provided. Any item that may spill if laid on its side may extend above the top of the box but must be setting firmly on the bottom of the box. All other items must fit below the box top so they won't spill out when the box is moved. Property boxes will be kept under the bed. Pictures may be set on the table but may not cover the entire table. Inmates must share this space if they have a cellmate. Toothbrushes and soap may be left on the sink. Hanging towels, blankets, etc. from the bed, in a manner as to block light, is not permitted. Nothing, this includes paper, pictures, commissary, etc., shall be placed on, stuck or hung from the bunks, windows, lights, walls or other area in the cell. Using toothpaste or any type of material to stick items to these areas is prohibited. Air vents and cameras will not be covered or blocked in any fashion. Writing or scratching into walls, doors, windows, tables, etc. is prohibited. Tampering with locks or sprinkler heads will result in disciplinary lockdown. Inmates are prohibited from storing items on the upper bunk. Inmates who have damaged items in their cell are subject to disciplinary action, monetary charges and the possibility of criminal charges.

5. No items in this facility shall be altered from their original design or used in a manner inconsistent with its intended purpose or design. Any item altered from its intended design is considered contraband and may result in criminal charges and/or disciplinary action. This includes writing on inmate handbooks, issued paper cups (inmates may write their name on the bottom of the cup) as well as using blank memos and/or forms other than their intended use. Inmates shall not tear or otherwise destroy in any manner county property; this includes altering combs, toothbrushes, handbooks, library books, mattresses, etc. Inmates are not permitted to use items in the facility to keep piercings from closing or anything other than their intended purpose. Inmates who have unreported damaged items on their person or in their cell are subject to disciplinary action and the possibility of criminal charges. Inmates shall inspect all items given to them for damage. If damage is found the inmate is required to notify staff immediately. Failure to notify staff of any damage can result in the inmate being held liable (subjected to disciplinary action) and subject to possible criminal and/or financial charges.
6. No item, of any kind, is to be brought into the jail unless authorized by jail staff. Any unauthorized items are contraband. Bringing contraband into the jail is a serious crime with which the inmate will be charged and will result in disciplinary action. Drugs, alcohol, tobacco, pens, weapons, matches, lighters, etc. are expressly prohibited and will result in the inmate being charged with a felony. Any items found hidden in clothing, shoes, cells, etc. will be considered contraband.
7. No items will be moved from one area of the jail to another without the express consent of a staff member. This includes taking mattresses or pillows out of the cell into the dayroom and/or moving toiletries from one cell to another. Inmates must have staff permission to take blankets into the dayroom. Inmates are prohibited from using a mattress from an unassigned bunk unless directed to do so by staff through a medical memo. Trustees may not remove any items from the service hallway without consent of staff.
8. Inmates may request the use of the hair clippers (after 30 days of incarceration) for the purpose of trimming beards and cutting hair. Inmates may then request the clippers once every 30 days thereafter. Clipper use is only available when staff has time to supervise its use. Hair will only be secured by rubber bands, which may be available from control. These may be obtained from control. Using torn t-shirts, string, toilet paper, or other items to secure hair is prohibited and may result in disciplinary action.

9. The only food items permitted in an inmate's cell are commissary items. Apples, oranges, leftovers, juice, milk, etc. are not permitted in the cell without staff permission. All dishes, with the exception of a paper cup, will be returned to the kitchen on the meal cart. Any missing kitchen items will result in a shakedown of the facility and may result in charges for possession of contraband. The inmates in the cellblock are responsible for wiping off the tables after every meal with the cleaning bucket provided. If a bucket isn't provided, inmates should call and request one. Inmates in disciplinary or maximum security lockdown may keep fresh fruit in their cells but these items must be eaten and disposed of prior to lights out on the same day they receive them. Inmates are not permitted to keep sugar packets, condiment packets, extra napkins, etc. Retention of these items will result in lockdown and possible food restriction.
10. All weapons are prohibited in the jail. Possession of or making weapons will result in immediate lockdown, disciplinary action and filing of criminal charges. Any pointed, sharp or blunt object that can be used for cutting, stabbing, tattooing or hitting shall be considered a dangerous weapon.
11. Colorado law states that all sentenced prisoners will work and perform labor up to eight (8) hours per day as directed by the Sheriff or his designee. Failure to adequately perform these functions may result in the non-accrual of good time. All sentenced inmates will be required to work as assignments become available. Only those inmates that have a kitchen trustee status will be allowed in the kitchen. Laundry trustees are prohibited from entering the kitchen without permission of staff. Kitchen trustees are not permitted in the laundry room during meal preparation without staff permission. Questions about good time should be submitted by memo to the Sergeant. Trustees will be appointed based upon the needs of the facility. Sentenced inmates may make one request for trustee status and one review of the request in a 30 day period. Continued requests will be seen as failure to follow a direct order and may result in disciplinary action as well as removal from trustee eligibility. Trustees with multiple violations and/or failure to follow direct orders may be removed from trustee status. Trustees are expected to follow all orders without complaint and to set an example of good behavior for other inmates.

12. Inmates allowed in the dayroom are not permitted within three (3) feet of the windows or doors unless requested to by staff or when using the intercom. No running, jumping, throwing items, horseplay or physical games are allowed in the dayroom. Swinging, sitting, exercising or standing on the stairs is prohibited. Inmates are not permitted to stand, sit or lay under the stairs. Inmates are prohibited from lying, sitting and/or leaning against the plastic beds stored underneath the stairs. Inmates are not permitted to lie on the floor in the dayroom without staff permission. Running is only allowed in the recreation yard. All inmates shall be on the cell side of the red corridor line when in the corridor. It is the responsibility of the inmate to move when staff is walking in the corridor.

Do not enter any cell but your own. Do not enter the shower when occupied by another inmate. Inmates are allowed to be in the dayroom but will not enter another area of the cellblock without staff approval. Inmates will only use the shower on the level they are housed at unless there is only 1 shower in the pod. Inmates are prohibited from loitering under the stairs, on the stairs or on the upper tier.

13. No inmate shall move or remove the window covering or the Velcro tabs that have been placed on a cell. Inmates that violate this rule will be subject to disciplinary action. Inmates are forbidden to pass notes to other inmates, including those in another cellblock. Inmates are prohibited from communicating with inmates in other cellblocks. Inmates shall not communicate or attempt to communicate with an inmate after lights out. Inmates are not to look or attempt to look into other housing areas other than their own. Inmates are required to walk on the cell side of the red line in the corridor. Do not stare into the secure hall. Inmates are not permitted to loiter near the doors of inmates in lockdown.
14. Do not scream, yell or speak in a loud voice. Do not whistle at anyone. Using hand signals to communicate or as an obscene gesture is prohibited.

15. Full jail uniform, including shoes, will be worn whenever an inmate is out of their cell. Full uniform is a solid orange or striped shirt, orange pants and tennis shoes. Inmates should have at least a t-shirt and uniform pants on during daytime hours when in lockdown status. If the inmate doesn't have a t-shirt then a uniform shirt must be worn. Uniforms will not be altered. Sagging of pants and/or displaying underwear are prohibited. If pants are too long inmates should notify staff in order to obtain better fitting pants. If a shorten pant leg can't be provided the inmate may roll the pants at the waistband. Pant legs will not be rolled up or tucked into the socks, t-shirts will be tucked in, shoes will be secured by Velcro, pants will not be sagging and nothing will be wrapped around the head. Inmates will wear their full uniform when going to and/or from the shower. Shower shoes are only permitted to be worn to and/or from the shower. Inmates may remove their outer uniform shirt while in the recreation area providing they have a t-shirt on. Pant legs may be rolled up during recreation. Inmates must be in full uniform when leaving the recreation area. Altering of uniforms will result in disciplinary action and possible criminal charges.
16. Razors are available to inmates between 7:30 a.m. and 8 a.m. Inmates in lockdown may be given their razors at the beginning of their hour(s) out. Failure of inmates in lockdown status to obtain a razor at the beginning of hour(s) out may result in a denial. Razors must be returned to the control room within 15 minutes after checkout. Kitchen trustees may check out a razor once they have completed their morning duties but the razor must be received prior to 11:00 a.m. unless approved by jail staff. Inmate purchased dental picks may be checked out twice daily and must be returned within 15 minutes. Toenail or fingernail clippers may be used in the library and must be returned within 15 minutes. Inmates will clean up any mess made. Female inmates may request feminine hygiene products from control. Tampons are not permitted in the facility.
17. All inmates taking medications (prescription and/or over the counter) and vitamins will bring a paper cup of water with them to the control room window. All inmates are responsible for notifying staff of required medications or any discrepancy in the medications as well as taking their medications in the correct manner and time. All medications that can be crushed may be crushed. If the medication isn't crushed, inmates shall open their mouth and lift their tongue to show staff they have swallowed their medications. Inmates will then take a drink of water, swish it in their mouth and then swallow the water. Inmates shall show the inside of the cup to the officer. Inmates caught cheeking, stashing and/or hoarding

pills may be charged with possession of contraband and will be subject to disciplinary action as well as observation for a period of time after the medication is administered.

18. Commissary is available only to inmates with a positive cash account balance. Inmates with a positive cash account balance are required to purchase personal hygiene items, paper and envelopes before purchasing food or other commissary items. Commissary will be handed out on Monday (time permitting). If the staff is unable to complete commissary on a Monday then commissary will be handled on Tuesday. Inmates in disciplinary lock down will not be allowed commissary privileges. Inmates may purchase commissary up to but not to exceed \$40.00 per week. Inmates may not purchase commissary items for another inmate nor are they permitted to give them to another inmate. Giving commissary items to another inmate may result in disciplinary action. Quantities and types of items may be limited and, at staff discretion, may be substituted. Commissary items will not be exchanged after purchase. Indigent inmates who will be in the facility for an extended period of time will be issued shampoo, deodorant, soap and toothpaste (if available) out of commissary and the cost of these items will be deducted from their cash account. Indigent inmates will not be provided dental picks. Contact lens solution may be available but inmates should make arrangements to have their personal glasses (if they have any) sent or brought to the jail in case solution isn't available. If this isn't possible, reading glasses may be available for use.
19. Inmates may not have sweaters, sweatshirts, long sleeve shirts, leggings or thermal underwear to wear under their uniforms. Any undergarments brought in to the facility must have the inmate's name or initials on them and should be white in color (if possible) with no logos or printed text on them. The jail will not be responsible for discoloration on any non-white undergarments. Thong underwear are not be permitted. Underwire bras are not permitted. Inmates may purchase undergarments from the San Miguel County Jail, however, these items will not be provided for free. Indigent inmates may be allowed to have previously used jail underwear, if any are available, but will be required to return the items upon release.
20. All inmates will sleep with their heads exposed and toward the door. Any inmate not sleeping with their head toward the door and/or their head covered up will be awakened and told to correct the problem. All inmates are required to have clothing on when they sleep.

21. Masturbation, or any other type of sexual behavior, will not be tolerated. This includes the placement of the hands inside the pants in the dayroom, recreation yard, library, hallways, etc. Inmates who engage in this type of activity may be subject to disciplinary action. Inmates subjected to sexual harassment and/or assault will immediately report the occurrence to a Corporal. If there isn't a Corporal on duty the incident will be reported to the on-duty supervisor. If the harassment and/or assault involves staff the incident will immediately be reported to the Sergeant or if the Sergeant isn't available to the Undersheriff.
22. Cell inspections and shakedowns will be completed at the discretion of staff. Inmates are not allowed to return to their cells until inspections are completed. Kitchen trustees may return to their cells for hygiene and cleaning purpose only. Inmates returning to the cell prior to the completion of inspections or announcement of cancelation of inspections may be subjected to disciplinary action. Staff will announce if cell inspections are not going to be completed and inmates may then return to their cell. Recreation, library and television will not be allowed until inspections are completed. Inmates must be seated at the tables in the dayroom during cell inspections.
23. Inmates may be subject to searches at anytime. Strip searches may be required if an inmate has left the secure area of the jail, had direct contact with the public or when staff requires them. These searches are conducted for security reasons.
24. Only legal paperwork will be taken to/from court. Inmates attending court will not participate in any type of communication with the public unless authorized by the escorting deputy. Inmates must have permission from staff to bring anything to or from court. All inmates will be strip searched upon their return from court.
25. Inmates are expected to shower daily and maintain high standards of personal hygiene. Inmates may shower anytime during unlocked periods except those inmates in lockdown status. Trustees are required to shower daily. If an inmate is concerned about the cleanliness of the shower they may request cleaning materials to clean it prior to showering.
26. Inmates will not borrow, lend or give away their clothing, hygiene, phone cards, phone pins and/or commissary items. This includes uniforms, socks, t-shirts, underwear, books, etc.

27. Inmates will not be permitted to transfer funds between inmate accounts for any reason. Inmates are not allowed to trade or give away any items in their possession. Inmates being released are prohibited from giving, trading and/or leaving items for other inmates.
28. Inmates are not allowed on the upper level unless assigned to that level or permitted/ordered to go there by a deputy. NO LOITERING on the upper level! Throwing items up or down between levels or from the stairs is not permitted. Running, exercising on or taking multiple stairs is prohibited.
29. Gambling is not permitted. This includes play money and/or commissary items, etc.
30. The address of the San Miguel County Jail is 684 CR 63L RD. Telluride, CO 81435. All outgoing and incoming mail must have complete name and addresses. The inmate will use the San Miguel County Jail address as their address in the return address section. Unstamped letters may be dropped off for inmates at the Sheriff's Office during normal business hours and must be addressed as if it was going to be dropped off at the post office. All outgoing letters will be stamped "Inmate Mail". Stickers, stamps, etc are prohibited. Items received with perfume, sticky residue or other unknown substances on them may be denied. Staff will advise if the item will be returned to sender or stored in the inmate's property.
31. Uniform change out will be completed on Wednesday and sheets, towels and pillowcases will be changed on Saturday. Personal bags will be distributed on Sunday, Tuesday and Thursday. Blankets will be changed out at the first of every month. Inmates will place dirty personal laundry into a laundry bag. This bag will be collected and the items laundered. Inmates will turn in all laundry bags. Any laundry bags found in a cell will be considered contraband and the inmate(s) in that cell will be subject to disciplinary action. If an inmate gets any body fluids on uniforms, sheets, towels, mattresses, etc. the inmate will immediately notify staff so the items can be laundered. Clothing, bedding and/or towels are not to be used to clean up messes or in place of toilet paper.
32. Failure to follow any posted rules or the items covered in this handbook may result in disciplinary action. All inmates are required to sign a

Declaration of Understanding and submit it to the control room. This declaration is an acknowledgement of the rules and is considered a first warning of rule violation.

33. Inmates will remain seated in the dayroom or in their cell when an officer is in the cellblock unless otherwise ordered. Failure to do so may result in disciplinary action.

San Miguel County Jail Inmate Handbook